

**GREAT BARRINGTON LIBRARIES**  
231 Main St.  
Great Barrington, Ma. 01230

Great Barrington Libraries' Board of Trustees  
May 12, 2011  
5:30 P.M.  
Mason Library

**PRESENT: KARIN BEEBE**  
**TOM BLAUVELT**  
**RONNIE CUNNINGHAM**  
**HOLLY HAMER**  
**HILDA BANKS SHAPIRO**  
**JIM STARK**

**KEVIN O'DONNELL**

Guests: Eileen Mooney  
Ron Blumenthal

**1. Call to Order**

Meeting called to order by Karin Beebe at 5:30 P.M.

A. Attendance – All present

B. Approval of minutes from April meeting

**MOTION:** Tom Blauvelt to approve the minutes from April 14, 2011 meeting with corrections as discussed

**SECOND:** Ronnie Cunningham

**VOTE:** 5-0 (Jim Stark not yet present)

Tom Blauvelt spoke in regards to the E-book Reader circulation policy and suggested that the staff require a credit card be swiped when a person checks out the E-book Reader; in case it is returned damaged or broken.

Anne Just replied that they don't have that capability and said that they do tell people about the penalties and replacement costs.

\*He also suggested that the term "whenever practical" be removed under #5 (line 2) of the procedures.

C. Library Director's Report – Anne Just

**MOTION:** Ronnie Cunningham to accept the Director's report as written

**SECOND:** Tom Blauvelt

**VOTE:** 6-0

Karin Beebe suggested that they post-pone the elections for a month or two until all Library hiring is complete.

GREAT BARRINGTON

TOWN CLERK

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Holly Hamer stated that the by-laws are outdated and thinks that it would be a good idea to postpone the elections until the particular by-law about officers is amended.  
Kevin O'Donnell stated that he is working on making the revisions to the by-laws and hopes to have it to present to the trustees at the next meeting.  
Holly Hamer questioned why the Town Manager is revising the by-laws.  
Karin Beebe asked the Town Manager if Ronnie Cunningham and Holly Hamer could meet with him to help draft the by-laws.  
Kevin O'Donnell replied yes.

## **2. Unfinished Business**

### **A. Nook implementation – Anne Just**

Anne Just stated that she has 3 Nooks on hand and she is working on a way to get it to operate without needing a credit card.

Kevin O'Donnell said that he would have the issue resolved by next months meeting. He suggested that they may be able to use the Town credit card.

Karin Beebe suggested that it may be safer to use a debit card.

### **B. Smartboard and movie projector for Ramsdell – Anne Just**

Ron Blumenthal said that he needs to contact the Smartboard manufacturer and give them the item number of the board to get the stand. He said that they would need to go through the distributor to have it assembled.

Anne Just asked Ron to meet with her and go over the details. She added that it would be paid for by Mason donations.

Holly Hamer said that there was money left over from the Mason renovations and asked why this improvement can't be used from this account.

Anne Just said that she will follow up with Lauren Sartori about this possibility.

### **C. Hours update- Anne Just**

Anne Just said that things are going well with the extended hours and that people seem happy. She said that she needs Saturday volunteers.

Anne Just said that next week begins the extended hours for Ramsdell library.

Anne Just said that she has created a training manual for volunteers.

Karin Beebe asked that she add a page with 'special exhibits', which are a bit more complicated than is described.

### **D. Volunteer program update – Anne Just**

Anne Just said that she has some volunteers that have worked out well. She stated that she has been telling her volunteers what hours that she needs help with and they choose what fits into their schedule.

Jim Stark said that he received an E-mail about the need for volunteers but never received a follow up E-mail saying if she still needed them or if she had found enough volunteers.

Anne Just replied that she would send follow-up E-mails in the future.

Holly Hamer asked if she had utilized senior abatement volunteers.

Anne Just replied that this would be the next step.

Karin Beebe said that using volunteers every other week may be more palatable and suggested that Anne Just call Mary Pat Akers to get more suggestions.

Ron Blumenthal suggested that a list of jobs that need to be completed, be created. He felt that this may be more effectual than giving a choice of available volunteer hours. He said that the volunteers need projects.

Ron also stated that he feels uncomfortable doing PR for the library. He said that PR should be the core mission of the library.

Anne Just replied that this will be part of the scope of the Assistant Director that is being hired.

Eileen Mooney asked for the job description for the Assistant Director.

Anne Just said that she would provide it.

#### E. Copier update – Anne Just

Anne Just said that she has been researching copiers and has two bids that came in at the low \$3,000's.

Karin Beebe stated that the current copier should be fixed and the copier downstairs can be used for projects as well. She said that the copier should be included as a line item in next year's budget.

Anne Just replied that it would have to be put into the FY13 budget.

Jim Start asked if Anne Just considered leasing a copier.

Anne Just said that she would look into that option as well.

*It was agreed that the current copier would be used and a line item for a copier would be added to the FY13 budget.*

#### F. Alford donation and use of facilities – Kevin O'Donnell stated that he signed the agreement and sent it back to the Town Attorney in Alford. The Town Attorney in Alford will present it to the Town official there and they will appropriate the money in their Town Meeting. Anne Just will then work with Alford to draft a letter to CWMARS and the Board of Selectmen will vote on the topic as an agenda item.

#### G. Children's Garden – Karin Beebe will give an update on this at the next meeting.

#### I. Library Clean-up – Karen Smith was in charge of the library clean up and there has not been much progress.

Anne Just said that she has sent an E-mail to Joe Sokul with a list of what needs to be done. She said that some things have been completed to this point. Anne Just said that the rugs need to be cleaned.

Kevin O'Donnell replied that rug cleaning is contracted out and that there is a general maintenance account to pay for it. He also suggested that the senior abatement workers may help with cleaning projects or the sheriff's department community service workers can help.

Holly Hamer said that she was thrilled to have the \$30,000 to be used for new computers. She is concerned, however, about how the money will be used. She feels that there are too many computers for card catalog access and asked if Anne Just, Lauren Sartori, and the staff could come up with creative ideas for the use of the money.

Anne Just said that the computers would be immoveable laptops.

Holly Hamer replied that they would be too advanced for the intended use. She asked if the computer desks could be made 'moveable' so that there would be more room for performances. Kevin O'Donnell said that he would create a report about what is being contemplated so they can look at it with more detail

### **3. New Business**

#### **A. Planning session with Town Manager Kevin O'Donnell**

Kevin O'Donnell instructed the trustees, going forward, to look at long term visioning in terms of months and years. (Mason and Ramsdell) He feels that the trustees should be policy creators, long term visionaries and library advocates. Kevin O'Donnell stated that he would love to have items from the Library trustees in the 5 year CIP plan. He said that the lingering items that are on the agenda will be addressed.

He stated that he has given Anne Just goals and directives, as well.

Anne Just said that she received word that the 5 year plan that was submitted has been approved. Anne gave out the 5 year plan for review.

Kevin O'Donnell instructed the trustees to look it over and determine:

- 1) if other items should be integrated into the plan; items that the state won't need to approve
- 2) what needs to be added to the CIP
- 3) how it integrates with the strategic planning priorities of the Town

Ron Blumenthal agreed with Kevin O'Donnell saying that the library needs a true and workable master plan; one that is dynamic.

Kevin O'Donnell suggested that this be put on the trustees' agenda as an ongoing item.

Holly Hamer stated that there was a long range planning committee that met in the past.

Karin Beebe said that she would look into how to re-activate the committee.

#### **B. Customer service training for staff, volunteers and board – Kevin O'Donnell**

Kevin O'Donnell said that on June 9<sup>th</sup> from 2-3:30, all of his staff members will be going through a mandatory customer service training. He asked Anne Just to send out the word that he will need volunteers to cover his staff that will be at the meeting.

Anne Just said that she will E-mail out the information.

### **4. Public Comment - None**

- 5. Adjournment** - On a motion by Tom Blauvelt, seconded by Ronnie Cunningham, the Board adjourned their meeting at 6:30.

Respectfully submitted,

Cara Becker  
Recording Secretary